Writing Your Cover Letter

Cover letters introduce you and create a first impression for employers. They link your resume to the position, showcase your knowledge of the organization and highlight related skills. Start by researching the organization, considering what interests you and what you have to offer.

Your Name
Address
City, State Postal Code

Date

First Name Last Name of Contact Person
Title
Organization Name
Address
City, State Postal Code

Dear First Name Last Name:

1st Paragraph-The main purpose of the first paragraph is to introduce yourself and to specify the position for which you would like to be considered. You want to grab the employer's attention. Based on your research, indicate why you are interested in this position and/or this organization. Use your networking skills. If someone referred you to the organization (a current employee in good standing, a professor, a friend) include his or her name in the first sentence. Finally, indicate that you attend Towson University and provide information about your major and anticipated graduation date.

2nd Paragraph-Tell the employer your story. Describe your qualifications as they relate to the desired position using specific examples for academic, internship, volunteer, and/or co-curricular experience. Connect your accomplishments, skills and knowledge directly to the type of position, organization and/or field.

3rd Paragraph-Summarize or give a final statement of interest. Include your phone number and/or email address for the employer's easy reference. Thank the employer for his/her time and consideration.

Sincerely,

Your Name

Source: University of Michigan, The Career Center

TOWSON UNIVERSITY™ Career Center